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महत्वपूर्ण सरकारी आज्ञायें।

**DIRECTORATE OF SPECIALLY ABLED PERSONS
POLICY**

Jaipur, March 19, 2025

**EQUAL OPPORTUNITY POLICY FOR PERSONS WITH
DISABILITIES, 2025**

F18 (11)/ Act /DSAP/ 2022 .-In pursuance of the section 21 of the Rights of Persons with Disabilities Act 2016, and the Rights of Persons with Disabilities Rules, 2017 issued by Govt. of India, Directorate of Specially Abled Persons frames this Equal Opportunity Policy for persons with disabilities:-

Policy Statement:

The Government of Rajasthan is committed to eliminate all forms of unlawful discrimination, which includes direct discrimination and indirect discrimination, denial of reasonable accommodation and harassment of persons with disabilities.

1.Applicability of the Policy- This policy shall be applicable to all "State Government Establishment."

2.Definitions-

(a) State Government Establishment for this policy shall mean all those establishments which are fully or partially funded by Consolidated Fund of State, Autonomous bodies and other institutions controlled directly or indirectly by Government of Rajasthan.

3.Facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in every State Government Establishment:

- Every State Government Establishment shall ensure that physical and digital infrastructure (buildings, furniture, facilities and services in the building) adheres to the accessibility standards as prescribed by Government of India.
- Any new facility that is built or renovated will comply with accessibility standards at different stages of the building construction. Any employee facing accessibility issues should report to the Head of office or to the Nodal Officer in their establishment.

4. List of posts identified suitable for persons with disabilities in the State Government**Establishment:**

Every State Government Establishment shall follow the list of the identified posts for person with disabilities, notified by Ministry of Social Justice and Empowerment, Government of India for recruitment subject to concurrence of Department of Personnel Government of Rajasthan and the Finance Department Government of Rajasthan as the case may be.

(i) The manner of selection of persons with disabilities for various posts:

- a. The vacancies of all departments shall be notified through proper channel and should follow the applicable reservation policy.
- b. Selection criteria, job description and employee specification shall be kept under periodic review as per given norms to ensure that they are non-discriminatory and that they relate purely to the skills needed for the job and nothing else. Application forms will be made available in accessible digital formats.
- c. No State Government Establishment shall dispense with or reduce in rank, an employee who acquires a disability during his or her service:

Provided that if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits.

5. Post recruitment induction and promotion trainings: Training and skill development are essential component of any service requirement of an employee.

- a. Induction training programme for the persons with disabilities shall be pressed together with other employees with required arrangements. Every State Government Establishment shall take definite action to conduct job specific inclusive training programmes for the persons with disabilities with other employees.
- b. Training curriculum with appropriate duration shall be developed by the experts; expert trainers shall be identified in consultation with the Directorate of Specially Abled, the State Commissioner and prominent associations/Federations/confederations working in the sphere of disability.
- c. It shall also be ensured that training programmes are conducted at the time of change in job, introduction of new technology, after promotion of the employee, etc. The trainings of the persons with disabilities shall be conducted in a suitable manner and the available budget within economic limit shall be utilized for making the trainings accessible and smooth for the persons with disabilities.
- d. Training programs for persons with disabilities may be conducted with consultation of HCM RIPA and Finance Department as needed.

6. Preference in transfer and posting: As far as possible, the persons with disabilities shall be exempted from the rotational transfers and should be allowed to continue in the

same job location, where they would have achieved the optimum performance. Further, choice of preference in place of posting at the time of transfer/promotion may be given to the persons with disabilities and to the parents having children with severe/profound disability subject to the administrative constraints. Instructions issued by The Department of Personnel Government of Rajasthan and The Department of Administrative Reforms Government of Rajasthan from time to time shall be followed in giving transfer and posting preference along with the provisions of the RPWD Act 2016.

7. Preference in allotment of residential accommodation:

Every State Government Establishment, subject to availability shall provide for accessible accommodation to specially abled persons near their place of posting and they shall be preferred for allotment of ground floor accommodation. Instructions issued by the Department of General Administration Government of Rajasthan and the State Government shall be followed in this regard.

- 8. Provisions for assistive devices, barrier-free accessibility:** Appropriate furniture, hardware, software, high tech/latest technology led assistive devices etc in accordance with their requirement, for improvement in the efficiency, shall be provided to persons with disabilities within an economic limit by every establishment.

9. Appointment of Nodal Officer by the State Government Establishment to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees:

The Government establishments shall appoint a Nodal Officer not below the rank of a Gazetted Officer, who shall be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation. The Nodal Officer shall be assisted by grievance redressal officer.

The Nodal Officer shall be responsible for:

- Implementing the action plan for making the workplace and information technology systems accessible for people with disabilities by liaising with the concerned officers.
- Ensuring that all employees are aware of the Equal Opportunity Policy and know their duties and rights in relation to the Equal Opportunity Policy.
- Developing proactive strategies to prevent discrimination and harassment.
- All employees have the responsibility to comply with the Equal Opportunity policy.
- The Nodal Officer needs to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.
- Ensuring of reservation for persons with disabilities in the State Government Establishment. All recruitment proposals must be routed through Nodal Officer.

- Appointment of such Nodal Officers may be done in consultation with Department of Personnel Government of Rajasthan as and when required.

10. Record Management: Every State Government Establishment shall maintain records containing the following particular namely:-

- The name, gender and address, contact details of all the persons with disabilities employed by the establishment
- The nature of disability of such persons
- The number of persons with disabilities who are employed and the date from when they are employed
- The nature of work being rendered by such employed person with disability
- The kind of facilities being provided to such persons with disabilities

Every State Government Establishment shall produce records maintained as mentioned, for inspection to district level committee on disability constituted by the State Government and shall also supply information which may be required for the purpose of ascertaining whether provision have be complied with.

11. Grievance Redressal Officer: Every State Government Establishment shall appoint an officer not below the rank of a Gazetted Officer as a Grievance Redressal Officer. The Grievance Redressal Officer shall be head of a committee comprising of two members among whom one will be an employee with disability and other may be an outside expert in the field of disability. Also at least one of the members of the Committee shall be a woman this committee shall assist the Grievance Redressal Officer in the discharge of his/her functions.

The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities according to Annexure-A.

12. Filing of complaint: Employees with disabilities have the right to file a complaint concerning any discrimination with the Grievance Redressal Officer. Any policy violation i.e. when any person with disability is discriminated against or not provided reasonable accommodation or denied access to any facility will be regarded as a grievance.

13. Redressal of complaint: On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behavior, action against his/her will be taken in accordance with the provisions of the concerned laws/rules of the Govt. of Rajasthan.

14. Limitations-

- a. "The Equal Opportunity Policy 2025 shall be subject to the circulars issued by the Department of Personnel Government of Rajasthan, and those to be issued, from time to time"
- b. Wherever additional financial resources is required for implementing any provision of this policy, appropriate sanction of Finance Department shall be obtained.

Annexure-A

The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following, namely:-

- 1) Date of complaint;
- 2) Name of complaint;
- 3) Name of the person who is enquiring the complaint;
- 4) Place of incident;
- 5) The name of State Government Establishment or person against whom the complaint is made;
- 6) Gist of the complaint;
- 7) Documentary evidence, if any;
- 8) Date of disposal of complaint by the Grievance Redressal Officer;
- 9) Details of disposal of the appeal by the District Level Committee; as provided under rule 20, 21 and 22 of the RPWD Rules 2018.
- 10) Any other information.

KULDEEP RANKA,
(ADDITIONAL CHIEF SECRETARY),
SOCIAL JUSTICE AND EMPOWERMENT
DEPARTMENT,
RAJASTHAN, JAIPUR.

राज्य केन्द्रीय मुद्रणालय, जयपुर।